



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Deputy Sheriff I

FLSA: NE

SERVICE: Classified

REVISED: 6/1/05

Summary: Under direct supervision, performs technical work of moderate difficulty in law enforcement or investigative duties; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Patrols and provides security for prevention of crime, enforcement of laws and protection of life and property in assigned areas, looking for unusual or suspicious activities or persons; operates patrol vehicles; provides back-up assistance to co-workers; provides scene security and protection for Fire and Medical personnel.
- Enforces local, state and federal laws, and compliance with regulations, policies and procedures.
- Responds to emergency and non-emergency calls for service; interrogates and communicates with victims, witnesses and suspects in cases; identifies and collects evidence; performs surveillance duties as required; completes detailed reports and required paperwork; performs follow-up investigations as required.
- Arrests law violators; transports and processes prisoners; testifies in court; serves arrest and search warrants; serves and enforces child and adult orders of protection; performs building searches; conducts traffic stops and investigates traffic accidents.
- Represents the Sheriff's Office at court hearings; prepares reports and materials requested and subpoenaed by the courts; and testifies in court cases.
- Attends training and educational programs and seminars.
- Performs Court security and acts as bailiff as assigned.
- Assists in the execution of and serves various writs, subpoenas and court orders, evictions and subpoenas.
- Participates in and presents preventative education and information through community and school awareness projects; teaches and counsels those within the community on law enforcement activities, programs and referral resources.
- Maintains patrol vehicles and equipment in clean and effective operating order.
- Assists and interacts with other Sheriff's personnel, County departments, outside organizations and businesses, and federal, state and local law enforcement organizations in order to accomplish tasks.

Knowledge and Skills:

- Knowledge of law enforcement principles, practices, methods, techniques and equipment.
- Knowledge of relevant laws, rules and regulations pertaining to law enforcement.
- Knowledge of County roads and routes.
- Knowledge of law enforcement investigative work.
- Skill in the use of firearms, law enforcement vehicles for evasive driving, and communications equipment.
- Skill in acting quickly and calmly with proper judgment in emergency situations.
- Skill in maintaining accurate and timely documentation and records.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School diploma or GED; AND must meet all Arizona POST requirements; may have less than two years experience as a Police officer if transferring laterally from another Law Enforcement Agency; AND a valid driver's license.